



County of San Diego

DEVELOPER DEPOSIT CUSTOMER SERVICE UNIT

5201 RUFFIN ROAD, SUITE B
SAN DIEGO, CALIFORNIA 92123-1666
858-694-2320 Phone

DEVELOPER DEPOSIT FUNDS TRANSFER REQUEST FORM

DATE: _____

CUSTOMER NAME: _____

CUSTOMER #: _____ E-MAIL: _____

PHONE # (incl. area code): (w) _____ (h) _____

I request to transfer funds in the amount of \$_____ from one project to another.

FROM:

PROJECT REFERENCE #: _____

COUNTY PROJECT MANAGER: _____ Ph# _____

AMOUNT OF TRANSFER OUT: \$_____

TO:

PROJECT REFERENCE #: _____

COUNTY PROJECT MANAGER: _____ Ph# _____

AMOUNT OF TRANSFER IN: \$_____

TO:

PROJECT REFERENCE #: _____

COUNTY PROJECT MANAGER: _____ Ph# _____

AMOUNT OF TRANSFER IN: \$_____

Submitted by: _____ Date: _____

(Signature)

If you have any questions regarding completion of this form, please call 858-694-2320.

INSTRUCTIONS FOR
DEVELOPER DEPOSIT FUNDS TRANSFER REQUEST FORM

1. **Date:** Please enter the date the request form is completed.
2. **Customer Name:** Please enter the customer name as it appears on the developer deposit statement.
3. **Customer #:** Please enter the 4-digit customer number indicated on the top left of the developer deposit statement.
4. **E-Mail:** Please enter the customer's daytime e-mail address.
5. **Phone #:** Please enter the customer's daytime work and home (if applicable) phone number(s). Please include area code(s) and extension numbers.
6. **Funds Transfer Request:** Please indicate the amount of funds to be transferred between accounts.
 - a. **Project Reference #:** Please enter the project reference #, which can be found at the top left corner of the developer deposit statement.
 - b. **County Project Manager:** Please enter the name and phone number of the County Project Manager assigned to the project.
 - c. **Amount of Transfer Out:** Please indicate the amount of funds to be transferred out to another project.
 - d. **Amount of Transfer In:** Please indicate the amount of funds to be transferred in from another project.
7. **Submitted By:** Please sign and date the Refund Request Form.
8. **Where to Submit:** The completed Refund Request Form can be hand-delivered or mailed to the following address *(please no fax submittals)*:

Department of Planning and Land Use
Developer Deposit Customer Service Unit
5201 Ruffin Road, Suite B
San Diego, California 92123-1666